

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **HOUSING PROGRAM MANAGER**

DEPARTMENT: **HOUSING AND REDEVELOPMENT**

BASIC FUNCTION:

Under general direction, to administer and coordinate programs and activities relating to the City's Section 8 Rental Assistance Program; and to perform related responsibilities as assigned.

KEY RESPONSIBILITIES:

Manage the City's Section 8 Rental Assistance Program; act in a staff capacity to implement the authority of the Housing and Redevelopment Commission, City Manager, and Department Head.

Assign work to subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

Assist in the development and implementation of objectives, procedures and priorities for the department.

Review program regulation changes and assist in the revision of appropriate agency policies and procedures

Explain the Section 8 Rental Assistance Program to prospective participants, owners, and property managers; schedules, coordinates and conducts briefing sessions.

Develop and submit applications for program funding.

Assist in developing and administering department budget and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Mediate complaints in landlord and tenant disputes.

Review program participants' files to verify initial eligibility.

Prepare and maintain a variety of reports, records and fiscal documents including periodic activity reports.

Make home visits when necessary to determine initial and continuing eligibility and

perform quality control on housing quality standards.

Advise participants and owners regarding transfers.

Supervise maintenance of appropriate records of required accounts payable to owners and processes requests for payments on a regular schedule.

Perform related duties as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principals and practices of managing and administering a Section 8 Rental Assistance Program.

Principles and practices of organization, administration, budgeting and personnel management.

Applicable local, state and federal regulations, rules and procedures

Statistical and record keeping methods.

Research methods and techniques and methods of report presentation.

Ability to:

Plan, direct and coordinate the activities of a Housing Rental Assistance program.

Properly interpret and make recommendations and decisions in accordance with laws, regulations, and policies impacting Section 8 housing administration.

Communicate clearly and concisely, orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies.

Select, supervise, train and evaluate assigned staff.

Prepare and present reports.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination of equivalent experience and education that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and ability would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social service programs and/or public administration, and three years of responsible experience in the administration of Section 8 housing programs, operations, and activities.

SPECIAL REQUIREMENTS:

Possession of a Section 8 Training Course Certificate of Completion issued by a H.U.D. recognized agency.

Possession of, or ability to obtain, an appropriate valid California Driver's license.

Ability to speak conversational Spanish language desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits